

## UNIVERSITY WITHDRAWAL POLICY

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1. Students withdrawing from the University must complete the online withdrawal process available via Student Affairs and consult the relevant procedures required by the Finance Department.
2. Students who withdraw from the University after Week 1 must make arrangements to withdraw from their courses via the course withdrawal process (see [Withdrawing from a Course Policy](#)).
3. Students who leave the University without completing the withdrawal process and who have not requested an official Leave of Absence will be noted as “unofficial withdrawals” in the University systems.
4. Students on Tier 4 visas who withdraw from the University, and any unofficial withdrawals (as described above) are reported to UK Visas and Immigration (UKVI) as having ceased studying.
5. Any unofficially or officially withdrawn student wishing to return to studies at the University must apply to Registry Services for re-admission.

## VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	